

Instructions for Delay in Criminal Proceedings System

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If these instructions do not answer your questions, view the Q&A document that is available on the toolbar menu of DCP. If you have further questions, contact your regional office.	

Instructions for Delay in Criminal Proceedings System

General Instructions and Reporting Requirements

COURT RULE

According to MCR 8.110(C)(5) the chief judge of the court in which criminal proceedings are pending shall have filed with the state court administrator a quarterly report listing the cases in a format prescribed by the state court administrator. This format is the Delay in Criminal Proceedings (DCP) application on the Michigan Court Application Portal (MCAP). Each judge shall use DCP to submit a quarterly report of delayed cases which will include cases pending at the end of the quarter and cases disposed during the quarter.

CASES TO REPORT

- Felony cases in which there has been a delay of more than 301 days between the order binding the defendant over to circuit court and adjudication.
- Misdemeanor cases and cases involving local ordinance violations that have criminal penalties in which there has been a delay of more than 126 days between the date of the defendant's first appearance on the warrant and complaint or citation and adjudication.

COMPUTING DELAYS

In computing the 126-day and 301-day periods, the court shall exclude periods of delay between the time a preadjudication warrant is issued and a defendant is arraigned; between the time a defendant is referred for evaluation to determine whether he or she is competent to stand trial and the receipt of the report; or during the time a defendant is deemed incompetent to stand trial.

ASSIGNED JUDGES

When cases from a judge's caseload are assigned to a judge of another court by the State Court Administrative Office, the court must still report them; however, it is at the court's discretion whether they report assigned cases under the bar number of the original judge or under the bar number of the assigned judge.

MAGISTRATES

Cases under consideration by attorney magistrates must be reported under the bar number of the attorney magistrate. Cases under consideration by non-attorney magistrates must be reported under the generic bar number (P999999).

DUE DATES

Reports shall be submitted and verified on a quarterly basis. The DCP application is available the first seven days following each quarter.

- First Quarterly Report covers January, February, and March Submit between April 1 and 7
- Second Quarterly Report covers April, May, and June Submit between July 1 and 7
- Third Quarterly Report covers July, August, and September Submit between October 1 and 7
- Fourth Quarterly Report covers October, November, and December Submit between January 1 and 7

Instructions for Delay in Criminal Proceedings System

Detailed Instructions: Logging on to MCAP

How to obtain access to DCP

To submit and verify a Delay in Criminal Proceedings (DCP) report, you must be authorized to access DCP through the Michigan Court Application Portal (MCAP) and have your valid user name and password. If you do not have access to MCAP, or have forgotten your user name and password, please contact Lili Marchlewicz at 517-373-5538, or e-mail at marchlewiczl@courts.mi.gov.

How to log on to DCP

- Step 1: Go to <http://courts.mi.gov/mcap> on your internet browser.
- Step 2: Log in to MCAP using your user name and password.
- Step 3: Select DCP from the **Applications** list.
- Step 4: Click **Go**.

Toolbar Menu

The following pages provide step-by-step instructions for each selection on the toolbar menu.

Instructions for Delay in Criminal Proceedings System

Detailed Instructions: None to Report

How to verify when there are no delayed cases to report (disposed or pending) for the quarter

If there are no delayed cases to report, you can skip the upload and data entry screens and proceed directly to verification.

Step 1: Point to **Data Entry** on the toolbar menu.

Step 2: Select **None to Report** from the submenu.

The screenshot shows the Michigan Court Application Portal interface. The title bar reads "Michigan Court Application Portal" and "Delay in Criminal Proceedings". A "Logout" link is in the top right. A navigation bar includes "Applications", "Data Entry", "Reports", "Exception Reports", "Verification", "Q & A", and "Utilities". The "Data Entry" menu is open, showing options: "Manual", "Upload", "Delete", and "None to Report" (which is highlighted). Below the menu, there are two sections: "Enter DCP Data for Your Court" with links for "Manual Data Entry Screens", "Upload Data File(s)", "Delete DCP Data", and "None to Report"; and "DCP Verification" with the instruction "Submit a Verification form for your court."

Step 3: Select **Court** from the drop-down list.

Step 4: Select **Quarter** from the drop-down list.

Step 5: Enter the **Year** and press Enter on your keyboard.

Step 6: Click **Select to Verify**.

Step 7: Confirm each of the three statements by checking the **small white boxes**.

Step 8: Click **Submit Verification** to complete verification.

(If more than one person is submitting cases for the same court, please coordinate with the other DCP user before verifying. Once a court's report is verified by one DCP user, the system is locked and will not allow additional cases to be submitted for the current quarter.)

The screenshot shows the "Verify Data" screen in the Michigan Court Application Portal. The title bar and navigation bar are the same as in the previous screenshot. The "Verify Data" section contains the following fields: "Preparer's Name:" with the value "Lili Escobedo"; "Court:" with a drop-down menu showing "court"; "Telephone:" with the value "(517) 543-7500"; "Quarter:" with a drop-down menu showing "2" and a "Select to Verify" button; and "Year:" with the value "2007". Below these fields are three checkboxes, all of which are checked: "There are no disposed cases of criminal delays to report for quarter 2, of 2007 for the entire court.", "There are no pending cases of criminal delays to report for quarter 2, of 2007 for the entire court.", and "I certify that the chief judge has received or will receive today a copy of this report." At the bottom of the form is a "Submit Verification" button.

Instructions for Delay in Criminal Proceedings System

Detailed Instructions: Uploading and Verifying Delayed Criminal cases

How to upload

Step 1: Point to **Data Entry** on the toolbar menu.

Step 2: Select **Upload** from the submenu.

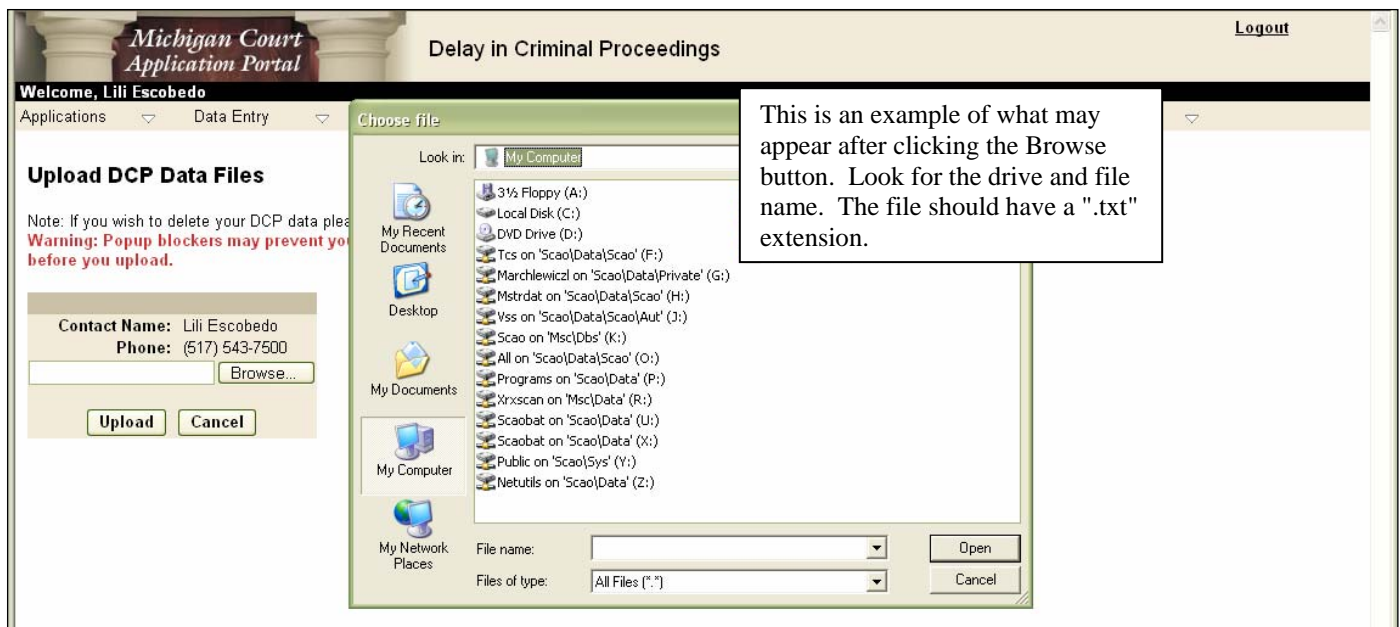


Step 3: Click the **Browse** button.

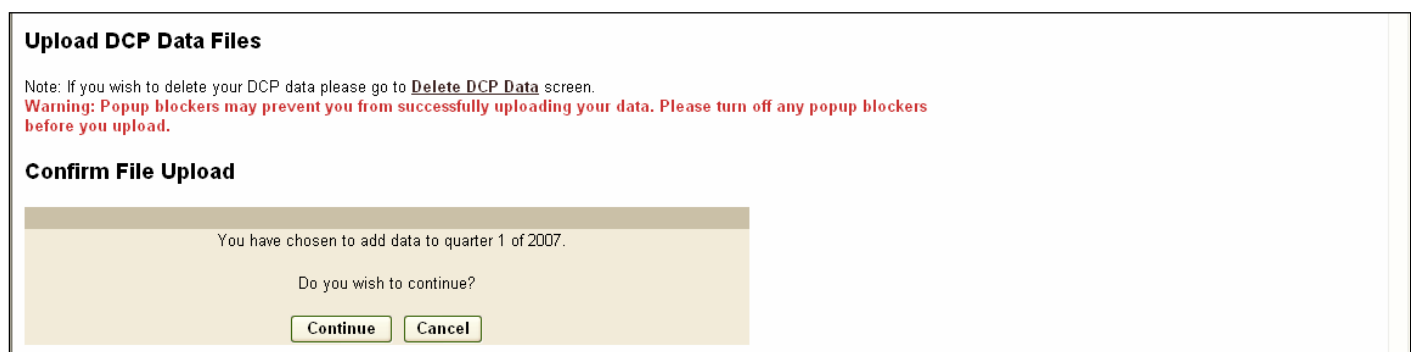
Step 4: Find the ".txt" file that was saved from your Case Management System.

Step 5: Double click on the file name you wish to upload.

Step 6: Click **Upload**.



Step 7: Click on **Continue** to complete the upload.



Instructions for Delay in Criminal Proceedings System

An upload summary will appear when the upload is complete, as shown below. If you have errors, you may delete all the data that was uploaded, make corrections in your case management system, regenerate the upload file from your case management system, and upload the file to DCP again.

Michigan Court Application Portal Delay in Criminal Proceedings [Logout](#)

Welcome, Lili Escobedo

Applications ▾ Data Entry ▾ Reports Exception Reports Verification Q & A Utilities ▾

Upload DCP Data Files

Note: If you wish to delete your DCP data please go to [Delete DCP Data](#) screen.

Warning: Popup blockers may prevent you from successfully uploading your data. Please turn off any popup blockers before you upload.

Upload Summary:

0 record(s) added to the database
0 record(s) updated
0 record(s) with empty required field or invalid case age (ignored)
3 record(s) had errors

Line 1: Invalid quarter or year, Quarter: 1 and Year: 2007
Line 2: Invalid quarter or year, Quarter: 1 and Year: 2007
Line 3: Invalid quarter or year, Quarter: 1 and Year: 2007

This is an example of an Upload Summary. Please note the types of actions listed and the number of occurrences for each action.

This summary will also identify, by line number, which records have errors.

How to delete data from DCP

Step 1: Point to **Data Entry** on the toolbar menu.

Step 2: Select **Delete** from the submenu.

Step 3: Click **Delete Data**.

Use the delete page carefully because records that are deleted CANNOT be recovered.

Michigan Court Application Portal Delay in Criminal Proceedings [Logout](#)

Welcome, Lili Escobedo

Applications ▾ Data Entry ▾ Reports Exception Reports Verification Q & A Utilities ▾

Delete DCP Data

CAUTION - PLEASE READ:
This page allows for the removal of information. Please use this page carefully, and be sure of what is being done before performing any delete operations.

Records that are deleted CANNOT be recovered.

Quarter: 2 (Apr - Jun) Year: 2007

Select All Unselect All

No Delayed Case information was found.

Delete Data **CAUTION:** Deleted records CANNOT be recovered.

Instructions for Delay in Criminal Proceedings System

Detailed Instructions: Manual Data Entry and Verifying Delayed Criminal Cases

How to manually enter delayed cases

- Step 1: Point to **Data Entry** on the toolbar menu.
Step 2: Select **Manual** from the submenu.

The screenshot shows the Michigan Court Application Portal interface. The top navigation bar includes 'Applications', 'Data Entry', 'Reports', 'Exception Reports', 'Verification', 'Q & A', and 'Utilities'. The 'Data Entry' menu is open, showing options: 'Manual', 'Upload', 'Delete', and 'None to Report'. Below the menu, there are links for 'Enter DCP Data for Your Court' (Manual Data Entry Screens, Upload Data File(s)) and 'DCP Verification' (Submit a Verification form for your court). The user is logged in as 'Lili Escobedo'.

- Step 3: Select **Court** from the drop-down list.
Step 4: Select **Quarter** from the drop-down list.
Step 5: Enter the **Year** and click **Enter Data**.

The screenshot shows the 'Enter or View Data' form in the Michigan Court Application Portal. The form includes fields for 'Preparer's Name' (Lili Escobedo), 'Telephone' ((517) 543-7500), 'Court' (a drop-down menu with 'court' selected), 'Quarter' (a drop-down menu with '1 (Jan - Mar)' selected), and 'Year' (2007). There are 'Enter Data' and 'View Data' buttons. A 'Help Desk' link is also visible. The user is logged in as 'Lili Escobedo'.

Instructions for Delay in Criminal Proceedings System

How to enter disposed cases

- Step 1: Click on the **Disposed Cases** tab.
- Step 2: Enter the judge's **P number** or select the judge's P number from drop-down list.
- Step 3: Click **Submit Judge**.

The screenshot shows the Michigan Court Application Portal interface. At the top, there's a header with the Michigan Court Application Portal logo and the title 'Delay in Criminal Proceedings'. Below the header, there's a navigation bar with links: Applications, Data Entry, Reports, Exception Reports, Verification, Q & A, and Utilities. The main content area displays 'Court: D56A - Eaton' and 'Quarter: 2 (Apr - Jun) Year: 2007'. There are two tabs: 'Disposed Cases' (highlighted with a red circle) and 'Pending Cases'. Below the tabs, the section is titled 'Report 1: Disposed Cases'. There are links for 'View Instructions' and 'View Data'. Below this, there's an instruction: 'Instructions: To enter or view data you must enter a new Judge P Number or select a judge from the list (the list contains judges with existing data)'. There are two input fields: 'New Judge P No:' and 'or Select Judge P No:'. The 'or Select Judge P No:' field has a dropdown menu with the text '-- Enter a valid Bar Number to the left --'. A 'Submit Judge' button is located below these fields.

- Step 4: Enter the **Case Number** for the first case. (14 characters maximum)
- Step 5: Enter the **Case Type** or select the case type from the drop-down list.
- Step 6: Enter the **Case Age**. (30 characters maximum)
- Step 7: Enter **Defendant Name**.
- Step 8: Click **Save**.

The screenshot shows the Michigan Court Application Portal interface, similar to the previous one. The 'Disposed Cases' tab is highlighted. Below the tabs, the section is titled 'Report 1: Disposed Cases'. There are links for 'View Instructions' and 'View Data'. Below this, there's an instruction: 'Instructions: To enter or view data you must enter a new Judge P Number or select a judge from the list (the list contains judges with existing data)'. There are two input fields: 'New Judge P No:' and 'or Select Judge P No:'. The 'or Select Judge P No:' field has a dropdown menu with the text '-- Enter a valid Bar Number to the left --'. A 'Submit Judge' button is located below these fields. Below the 'Submit Judge' button, there's a form with four fields: 'Case Number', 'Case Type', 'Case Age (days)', and 'Defendant Name'. The 'Case Type' field has a dropdown menu with options: FD, FT, FY, OD, OM, OT, SD, SM, ST. A 'Save' button is located to the right of the 'Defendant Name' field.

Instructions for Delay in Criminal Proceedings System

How to enter pending cases

- Step 1: Click on the **Pending Cases** tab.
Step 2: Enter the judge's **P number** or select the judge's P number from drop-down list.
Step 3: Click **Submit Judge**.

Michigan Court Application Portal

Delay in Criminal Proceedings

Welcome, Lili Escobedo

Applications Data Entry Reports Exception Reports Verification Q & A Utilities

Court: D56A - Eaton Quarter: 2 (Apr - Jun) Year: 2007

Disposed Cases **Pending Cases**

Report 2: Pending Cases [View Instructions](#) | [View Data](#)

Instructions: To enter or view data you must enter a new Judge P Number or select a judge from the list (the list contains judges with existing data).

New Judge P No: or Select Judge P No:

- Step 4: Enter the **Case Number** for the first case. (14 characters maximum)
Step 5: Enter the **Case Type** or select the case type from the drop-down list.
Step 6: Enter the **Case Age**. (30 characters maximum)
Step 7: Enter **Defendant Name**.
Step 8: Enter the **Next Action Date**. (mm/dd/yy)
Step 9: Click **Save**.

Michigan Court Application Portal

Delay in Criminal Proceedings

Welcome, Lili Escobedo

Applications Data Entry Reports Exception Reports Verification Q & A Utilities

Court: D56A - Eaton Quarter: 2 (Apr - Jun) Year: 2007

Disposed Cases **Pending Cases**

Report 2: Pending Cases [View Instructions](#) | [View Data](#)

Instructions: To enter or view data you must enter a new Judge P Number or select a judge from the list (the list contains judges with existing data).

New Judge P No: P Number or Select Judge P No:

Case Number	Case Type	Case Age (days)	Defendant Name	Next Action Date (mm/dd/yy)	
<input type="text"/>	FD <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Save"/>

Instructions for Delay in Criminal Proceedings System

How to verify the report

Step 1: Select **Verification** from the toolbar menu.

Step 2: Select **Court** from the drop-down list.

Step 3: Select **Quarter** from the drop-down list.

Step 4: Enter the **Year** and press enter on your keyboard.

Step 5: Click **Select to Verify**.

Step 6: Confirm the appropriate statements by checking the **small white boxes**.

Step 7: Click **Submit Verification** to complete.

Once a report is verified, the system will be locked and will not allow any other user to enter additional cases or make any changes to existing data.

The screenshot displays the 'Michigan Court Application Portal' interface. The header includes the portal name and a 'Logout' link. A navigation bar contains links for Applications, Data Entry, Reports, Exception Reports, Verification (selected), Q & A, and Utilities. The main content area is titled 'Verify Data' and contains a form with the following fields: Preparer's Name (Lili Escobedo), Telephone ((517) 543-7500), Court (D56A - Eaton), Quarter (2 (Apr - Jun)), and Year (2007). A 'Select to Verify' button is located below these fields. Below the button, there are three checkboxes with associated text: the first is checked and reads 'There are no disposed cases of criminal delays to report for quarter 2, of 2007 for the entire court.'; the second is unchecked and reads 'There are no pending cases of criminal delays to report for quarter 2, of 2007 for the entire court.'; and the third is checked and reads 'I certify that the chief judge has received or will receive today a copy of this report.' A 'Submit Verification' button is located at the bottom of the form.

Instructions for Delay in Criminal Proceedings System

Detailed Instructions: Searching, Reviewing, and Editing Cases Previously Reported

How to search for, review, and update cases

DCP provides users with the capability to search for, review, and update specific cases.

- Step 1: Point to **Data Entry** on the toolbar menu.
- Step 2: Select **Manual** from the submenu.
- Step 3: Select **Court** from the drop-down list.
- Step 4: Select **Quarter** from the drop-down list.
- Step 5: Enter the **Year** and click **View Data**.
- Step 6: If you want to limit the search to specific criteria, fill in the appropriate filter fields.
- Step 7: Click **Submit**.

If no filter fields are selected or filled in, all records for the quarter and year will be listed.

The screenshot displays the Michigan Court Application Portal interface. At the top, there is a header with the Michigan Court Application Portal logo and the title "Delay in Criminal Proceedings". A "Logout" link is visible in the top right corner. Below the header, a navigation bar contains several menu items: Applications, Data Entry, Reports, Exception Reports, Verification, Q & A, and Utilities. The "Data Entry" menu is currently selected, and a submenu is visible showing "Manual" as the active option. Below the navigation bar, the search criteria are displayed: "Court: D56A - Eaton" and "Quarter: 2 (Apr - Jun) Year: 2007". A "Data Entry" link is located to the right of these criteria. Below the search criteria, there is a "Filters" section with several input fields: "Case Number:", "Case Type:" (with a dropdown menu set to "All Case Types"), "Case Age (days): From" and "To" (with date pickers), "Judge P Number:", "Next Action Date: From" and "to" (with date pickers), "Case Status: (pending / disposed)" (with a dropdown menu set to "Both"), and "Defendant Name:". A "Submit" button is located below the filter fields. At the bottom of the screen, there is a table with the following columns: "Bar #", "Case Number", "Case Type", "Case Age (days)", "Defendant Name", and "Next Action Date (mm/dd/yy)".

The cases that meet the search criteria are displayed on the bottom of the screen.

- Step 8: To modify an unverified report, click in the appropriate cell.
- Step 9: Click **Save**.

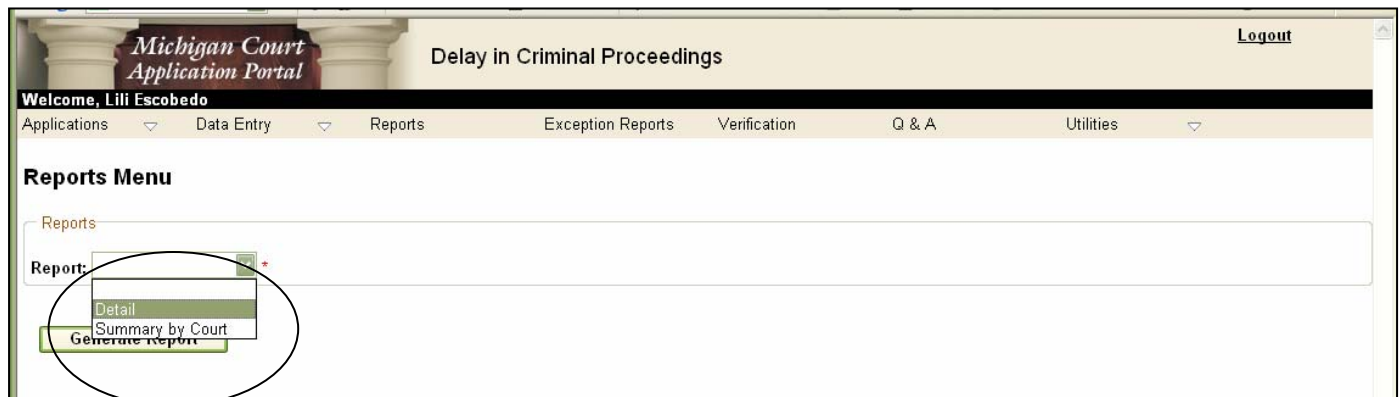
Instructions for Delay in Criminal Proceedings System

Detailed Instructions: Generating Output Reports

How to generate output reports

If you manually enter your data, you can generate an output report that will show the pending cases reported in the previous quarter. These cases must be entered in the current report. All users should generate an output report before verifying to ensure the report is complete and accurate.

- Step 1: Click **Reports** on the toolbar menu.
Step 2: Select the report you wish to generate from the drop-down list.



- Step 3: Select **Court** from the drop-down list.
Step 4: For a Detail Report, enter a **P Number**.
Step 5: Select **Quarter** from the drop-down list.
Step 6: Enter the **Year**.
Step 7: Click **Generate Report**. Popup blockers will prevent the report from displaying.
Step 8: The report will appear in a new view. Click on the printer icon to obtain a paper version.
Step 9: Close the report or click the **Back** button on your internet browser to return to the Output Report screen.

